



# FEMA

## ATTENTION INSTRUCTORS

### Independent Study Delivery Processing Form

To allow accurate grading of your exam submissions and to ensure that the results are returned properly, please complete this form and return it along with your exams and a single copy of the test that was administered.

Please indicate the full course name, version and title of the exam you are submitting:

Course Code:	Course Suffix:	Exam Version: (located in the upper right corner of group exams)	Course Title:

For example, IS-100.a, group exam version 4 would be entered:

Course Code:	Course Suffix:	Exam Version:	Course Title:
100	A	4	<i>Introduction to Incident Command System</i>

Please indicate where certificates and/or failure letters should be mailed:

	Mail certificates directly to the individual students
	Mail ALL certificates and or failure letters to the below address:

Instructor Name

Contact Phone Number

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Please mail your Answer Sheet Forms to the address listed below:

EMI Independent Study Program 16825 S. Seton Avenue Emmitsburg, MD 21727
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